

**Lansing Parks and Recreation
Equipment Rental Request**

Today's Date: _____

Name, Address and **Phone Number** of Requesting Organization/Individual: _____

Name and Address of Responsible Agent: _____

Event Title and Description/Purpose: _____

Event Date: _____

Event Location: _____

Pick up Day and Time: _____

Return Day and Time: _____

Equipment (Check Requested Equipment) \$10/Day \$15/Weekend

___ Picnic Pack (volleyball, kickball, foam
flyers, mini hurdles, jump ropes, Velcro
catch mitts, foam pizza – pack may vary)

___ Tug-O-War

___ Sports Bag (softball, football,
basketball, soccer ball, volleyball,
playground ball, dodgeball)

___ Party Pack (games booklet, spongeballs,
cones, parachute, rubber animals)

I, _____, agree to be responsible for the conduct of our group and for damages to the equipment I am renting. I also agree to arrange pick up and drop off times with Lansing Parks and Recreation staff and to notify the staff of any significant change. I also agree to return the games in the condition they were given. I understand that failure to meet any of these obligations may result in charges to cover damaged equipment, cancellation of reservations and denial of any future rental privileges.

Signature of Representative

Amount Due: _____

Payment Method (Circle One):

CASH CHECK(Check #) MO (#)

CREDIT CARD: VISA/MASERCARD (# _____ - _____ - _____ - _____ Exp Date: _____)

Billing Zip Code _____

Date Paid: _____ Amount: _____

Return to: Foster Community Center, Attn: Emily Stevens, 200 North Foster, Lansing, MI 48912

Phone: 517-483-4293; Fax: 517-377-0179